



2016 Chief FOIA Officer Report

The Social Security Advisory Board (SSAB) is a small, bipartisan, independent federal government agency established in 1994 to advise the President, the Congress, and the Commissioner of Social Security on matters of policy and administration of the Old-age, Survivors, and Disability Insurance (OASDI) and the Supplemental Security Income (SSI) programs. The Board has 7 members—with 3 appointed by the President, 2 by the Senate, and 2 by the House of Representatives—and a full-time staff of 12 professional employees.

Although the SSAB receives few Freedom of Information Act (FOIA) requests (we received no FOIA requests in FY 2016 or in FY 2015), the agency is committed to working in a spirit of cooperation with those people who use the FOIA request process, or any other form of contact, to obtain and relay the information that we possess in a timely fashion. The SSAB's FOIA staff has familiarized itself with FOIA guidance from the Department of Justice website and is aware of the training resources available for future staff training. While SSAB's FOIA staff did not attend any FOIA training sessions in FY 2016, the agency plans to require all FOIA staff to attend at least one training sessions each year this year and in all future years. In addition, SSAB executives have discussed the SSAB's obligations under FOIA with professional staff and with Board members at routine staff meetings and Board meetings. SSAB's FOIA staff attended the Chief FOIA Officers Council meeting on September 15th and will continue to attend all Chief FOIA Office Council meetings in the future.

In our short 20-year history, the SSAB has received few FOIA requests and does not have frequently-requested records. To date, staff has found reference to four FOIA requests, we are searching archived records to initiate a log of FOIA requests, the date, requester and information provided.

In an effort to be more proactive in our disclosures of information that we believe might be of interest to the public, researchers, press, and policy-makers, the SSAB has begun posting much more detailed minutes following its monthly Board meeting. Board meeting dates and the

agendas, are currently posted at least one week prior to the Board meeting, but we believe the detailed minutes will be useful to those interested in social security programs. These documents can be found on the Board's website at: <http://ssab.gov/About-the-Board/Meeting-Archive>.

The SSAB also posts on its website all official reports released by the agency, all presentations to the Board from Board Forums, primers on Social Security programs, charts and the Excel spreadsheet containing data tables, Board member speeches and Congressional testimony related to their work as a Board member. In addition, the SSAB recently redesigned its website to improve usability, provide more information and data to the public regarding Social Security's retirement, disability, and SSI programs, and is planning to unveil more interactive graphics in the coming year that will allow the public, researchers, press, and policy-makers to drill down into our graphics for more information and we are actively working to improve the presentation and clarity of this data. We are also working closely with the Social Security Administration Office of Communications and private sector information technology specialists to improve our compliance with Section 508 requirements in an effort to make data and materials more accessible to persons with disabilities, one of our primary consumers of information. In addition, we recently began engaging social media through Twitter in order to disseminate more information to the public on in real time.

The agency's FOIA policies are explained—and our annual FOIA reports can be found—on our website at: <http://ssab.gov/Resources/FOIA>.

The SSAB's Chief FOIA Officer:

Claire V. Green, Staff Director
400 Virginia Avenue, SW, Suite 625
Washington, DC 20024
202-475-7700 voice
202-475-7715 fax
<http://www.ssab.gov>